

**POSITION DESCRIPTION**

**IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3**

OSER-DCLR-10 (Rev. 08-2010)  
State of Wisconsin  
Office of State Employment Relations

1. Position No.  023667	2. Cert / Reclass Request No.	3. Agency No.  165
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS <b>Department of Safety and Professional Services</b> <b>Division of Industry Services</b> 1400 E. Washington Ave Madison, WI 53703
6. CLASSIFICATION TITLE OF POSITION  Occupational Safety Inspector 3	
7. CLASS TITLE OPTION <i>(to be filled out by Human Resources Office)</i>	8. NAME AND CLASS OF FORMER INCUMBENT  Paul Parsons, Occupational Safety Inspector 2
9. AGENCY WORKING TITLE OF POSITION  Occupational Safety Inspector 3	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES  April Hammond, Occupational Safety Inspector 3
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR  Paula Veltum, Section Chief	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS?  Yes  No  
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

**See attached**

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION *(Please see sample format and instructions on Page 3.)*

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	<b>See attached</b>	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION *(See Instructions on Page 2)*

- a. The supervision, direction, and review given to the work of this position is  close  limited  general.
- b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.  
*(Please initial and date attachments.)*

Signature of first-line supervisor \_\_\_\_\_ Date \_\_\_\_\_

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.  
*(Please initial and date attachments.)*

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

18. Signature of Personnel Manager \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTE COPIES OF SIGNED FORM TO:

- P-FILE       OFFICE OF STATE EMPLOYMENT RELATIONS       EMPLOYEE       DEPARTMENT       CERT REQUEST COPY

## **CLASSIFICATION TITLE- SUB-TITLE**

Occupational Safety Inspector 3

### **POSITION SUMMARY**

Under limited supervision of the Field Services Section Chief, the Occupational Safety Inspector conducts inspections of amusement rides, ski lifts and tows, and places of public employment. The position is familiar with and enforces relevant provisions of chs. SPS 316, 330, 332, 333, 334, 335, and 360-364, Wis. Adm. Code. The position also conducts investigations related to deaths and injuries at places of public or private employment. Further the position will consult, train and receive training regarding amusement ride, ski lift and tows, and public sector OSHA safety standards.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

(Rated PD Only)

#### **TIME %**

#### **GOALS AND WORKER ACTIVITIES**

**50%**

**A. Perform technical inspections and investigations in an assigned geographic area of a safety region to determine and accomplish compliance with applicable safety and health codes and standards for protection of employees and frequenters as required by Wisconsin Statutes Chapter 101.**

- A1. Inspect work sites in the public section; (state, local government units and public school systems), for compliance with Chapter SPS 332, Wisconsin Safety and Health Standards. Recommend methods of abatement and assist employees in achieving compliance.
- A2. Inspect amusement rides, ski tows and lifting devices on an annual basis as assigned by the supervisor for compliance with Chapter SPS 333 and 334 for protection of frequenters and employees.
- A3. Conduct investigations of reported job-related injuries to employees in both the private and public sectors for determination of whether injury resulted from a code violation on the part of the employer or employees for subsequent increased or decreased compensation payments.
- A4. Assist lower class safety inspector in complex and difficult safety and health inspections.
- A5. Confer with owner, employers, employees, administrators and various officials to explain and interpret code requirements in their application to cited violations of code rules.
- A6. Issue orders to employers/owners for correction of code violations in all areas of jurisdiction to ensure compliance with applicable codes.
- A7. Perform re-inspections as required to ascertain compliance with orders previously issued for non-compliance.
- A8. Make determination on level or degree of compliance on re-inspection for referral to Section Chief when compliance is not accomplished in a specified time.
- A9. Refer health/hygiene related violations noted during inspections to industrial hygiene staff of the Bureau for inspections and follow-ups as appropriate.
- A10. Conclude cause of injury on accident investigations for Worker's Compensation Division, Dept of Workforce Development.

**35%**

**B. Provide research, consultation, training given and training received. This provides for increase in level of competence and expertise of safety specialist and assists in understanding of the state safety and health enforcement program by affected public.**

- B1. Consult and correspond with owners, employers, employees, attorneys and the public regarding code requirements and interpretations.
- B2. Assist junior safety inspectors in complex and difficult safety and health inspections.
- B3. Research, review and study current literature on OSHA and job safety and health techniques and methods to maintain technical update on job responsibilities and goals.
- B4. Present selected safety topics at conferences and training sessions for municipal officials, school administrators, and safety coordinators in training and public relations efforts.
- B5. Attend training seminars, educational courses on OSHA standards and staff conferences to increase level of job expertise.

**10%**

**C. Serve as technical expert on issues of safety and health for legal proceedings and issuance and maintenance of related documentation/reports. This work product provides assistance and expertise for legal purposes and to the public on compliance and understanding of state administrative code rules.**

- C1. Participate in advisory code committee and suggest code revisions and amendments resulting from actual field experience.
- C2. Testify at Worker's Compensation hearings to serve as expert witness in determination of liability for compensation payments.
- C3. Testify and give depositions in third party liability safety-related lawsuits when subpoenaed.
- C4. Prepare required written inspection and compliance reports and letters. Maintain records as necessary.

**5%**

**D. Increase/maintain knowledge of codes and national standards.**

- D1. Maintain an extensive knowledge of the codes and apply them in a uniform and consistent manner as established by the Division.
- D2. Maintain a working knowledge of obsolete codes and codes utilized by other sections in the Division and other agencies.
- D3. Apply the intent of the codes and standards uniformly and consistently while performing field inspections and performing other code related duties.
- D4. Read and study technical publications, textbooks, magazines, trade journals and national standards to maintain a broad knowledge of trends and requirements relating to engineering principles and practices.

**Knowledge, Skills and Abilities**

1. Knowledge of the agency's mission, goals, and plans.
2. Expert knowledge of design, construction, installation, inspection, testing and maintenance of amusement ride, ski and employee safety systems.
3. Firm understanding of appropriate Wisconsin Statutes, Administrative Code, and adopted national standards.
4. Highly skilled in preparation and evaluation of high technical reports, work logs, orders, and other required written documentation.
5. Effective oral communication skills in dealing with department staff, other government agencies, professional organizations, and the public.
6. Ability to assemble, appraise, and organize facts to logically, clearly, and concisely present information in accepted oral and written forms.
7. Skill and ability to reach consensus on potential conflict issues.
8. Skill in and ability to prioritize tasks and respond to issues determined to be critical and/or urgent.
9. Mediation skills.

10. Ability to effectively analyze and make recommendations related to Wisconsin Administrative Code, Wisconsin Statutes, and Division procedures.